

APPLICATION FOR RECORDS RETENTION SCHEDULE

OFFICE OF THE SECRETARY OF STATE **DEPARTMENT OF ARCHIVES AND HISTORY**

RECORDS MANAGEMENT DIVISION INSTRUCTIONS: See Publication No. 76-RM-! for instructions on completing this form, Forward signed original to Department of Archives and History, Records Management Division, 330 Capitol Avenue, Atlanta, Georgia. 30334. Attention: Scheduling Section. FOR AGENCY USE FOR RECORDS MANAGEMENT USE 1. Agency Address Application Date Department of Education **Application Number** Office of Vocational Education Division of Vocational Instruction **Application Number** Date Received Date Completed Trade and Industrial Education Unit APR 1 6 1981 APR 3 1981 Atlanta<u>, Georgia</u> 2. Person to Contact **Working Title** Telephone Number 656-2552 Keith Johnson Assistant Supervisor 3. Action Requested a. Ex Establish Retention Schedule; record will continue to accumulate. b. Dispose of present accumulation; no further accumulation anticipated. c. _ _ Amend Application No. _____ Check One: _ Change; _ Supercede; _ Void 5. Records Series Title (followed by title used in office; if different) 4. Dates of Series Earliest Latest 1979 ı to date Health Occupations Requests for Approval of Equipment Purchase Files 6. Division and Office Function What is the function of the Division and the Office in which this record series is created? The Division of Vocational Instruction is responsible for developing policy relating to vocational instruction at the secondary and postsecondary level; participating in the development of the State Plan for Vocational Education; developing vocational education program standards relating to instructional areas; providing consultative services to local school systems involving all phases of the instructional process; participating on evaluation of local school systems' vocational programs; reviewing architectural plans for local school systems' vocational facilities; reviewing request from local systems for the purchase of equipment; reviewing vocational education instructional materials; reviewing preservice and in-service training programs; and supervising vocational student organizations at the state level. This file contains the following documents (include form numbers and titles, if any): 7. Record Series Description Attach samples of the file. Documents relating to: authorizing local school systems to purchase equipment listed upon the equipment list for Health Occupations programs and receive reimbursement for these purchases. Included are: copies of approved Requests for Approval of Equipment Purchases (DE Form 0101) File is arranged: Chronologically by fiscal year, thereunder alphabetically by school system. 8. Monthly Reference Rate How often are records referred to which are: ____; Seven to twelve months old _____; Thirteen to twenty-four months old _____; One to six months old _____ twenty-five months and older _____? 9. Annual Rate of Accumulation of Records Letter-size drawers _____; Legal-size drawers ______; Shelves ______; Other (specify) ______

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YE\$	NO	10. Questionnaire (Place an "X" in the proper column)							
. <u> </u>	Х	a. Is this the official copy of the series? If not, where is it? Division of Program Management							
	X	b. Does the series contain confidential information requiring security handling? If yes, cite law or regulation.							
	X	c. Is this a vital record?							
L	X	d. Does this series have historical or long term research value?							
Х		e. When one or two documents in the file make it necessary to keep the entire file for a long period, could these documents be scheduled separately?							
	X	f. Is the information contained in this series ever published? If yes, attach copy.							
	x	g. Is the information contained in this series ever analyzed and/or recorded in a summarized report? If yes, attach copy.							
X	٠.	h. Is there a duplication of this series in your office, or in another office or agency? If yes, where? Division of Program Management							
	X	i. Is this series (or a major portion of it) regularly microfilmed?							
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11. Retention Requirements The following requires the series to be kept:									
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	 ☑ Hold in the current files areamonth(s) year(s); then ☐ Transfer to local holding area; hold year(s); then ☐ Transfer to State Records Center; hold year(s); then ☑ Destroy. ☐ Transfer to State Archives for permanent retention. ☐ Other (Specify) 								
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These instructions apply to all prior and future accumulations of the series.									
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